



**U.S. ARMY ROTC SCHOLARSHIP ACCEPTANCE/DECLINATION STATEMENT**  
(Cadet Command Reg 145-1)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. AUTHORITY: 10 USC 2101 AND 2107.
2. PRINCIPAL PURPOSE(S): To notify ROTC Cadet Command that winner accepts or declines a scholarship offer. Notifies which institution winner will attend and reason if scholarship offer is declined.
3. ROUTINE USES: To maintain count of acceptances/declinations to enable ROTC Cadet Command to make awards to alternates. Information on the institution is obtained to identify enrollment and allocation of funds to pay costs. Information is also used to mail medical forms to be included in the cadet personnel file. INFORMATION on why recipient declines is maintained for statistical studies of enrollment trends. Information is used by ROTC Cadet Command and to provide specific data to ROTC Regions and PMS.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: All data is mandatory. Individuals who do not notify ROTC Cadet Command of Acceptance will lose their scholarship.

1. NAME OF INSTITUTION: (Please Print)	2. SCHOOL CODE: 
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3. NAME OF WINNER: (Please Print)	4. SOCIAL SECURITY NUMBER 
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<p>5. SCHOLARSHIP TYPE: (Check one)</p> <p><input type="checkbox"/> 2-Year Oncampus</p> <p><input type="checkbox"/> 2-Year Incentive</p> <p><input type="checkbox"/> 2-Year Oncampus Tier IV</p> <p><input type="checkbox"/> 2-Year Advance Designee</p> <p><input type="checkbox"/> 2-Year Oncampus Alternate</p> <p><input type="checkbox"/> 3-Year Oncampus</p> <p><input type="checkbox"/> 3-Year Incentive</p> <p><input type="checkbox"/> 3-Year Oncampus Alternate</p> <p><input type="checkbox"/> 2-Year Green to Gold</p> <p><input type="checkbox"/> 3-Year Green to Gold</p> <p><input type="checkbox"/> 4-Year Green to Gold</p> <p><input type="checkbox"/> Basic Camp Winner Active/Reserve</p> <p><input type="checkbox"/> Basic Camp Alternate/Tier IV</p> <p><input type="checkbox"/> Basic Camp Tier IV Only</p> <p><input type="checkbox"/> 2-Year Junior Military College</p> <p><input type="checkbox"/> 2-Year Dedicated RFD-USAR</p> <p><input type="checkbox"/> 2-Year Dedicated RFD-ARNG</p>	<p>6. DECISION:</p> <p align="center"><input type="checkbox"/> Accept      <input type="checkbox"/> Decline</p> <p>7. REASON FOR DECLINATION</p> <p><input type="checkbox"/> 1 Commitment</p> <p><input type="checkbox"/> 2 Academic Major Restriction</p> <p><input type="checkbox"/> 3 Non-Military Scholarship</p> <p><input type="checkbox"/> 4 Other Military Scholarship</p> <p><input type="checkbox"/> 5 ROTC Too Time Consuming</p> <p><input type="checkbox"/> 6 No longer interested</p> <p><input type="checkbox"/> 7 Other (Please Explain)</p> <p>_____</p>
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I, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF NOTIFICATION OF MY SELECTION FOR THE AWARD OF AN ARMY ROTC SCHOLARSHIP. IN ACCEPTING THIS SCHOLARSHIP I UNDERSTAND THAT I WILL OBTAIN A DEGREE IN THE ACADEMIC MAJOR INDICATED ON MY APPLICATION/CONTRACT OR I MAY LOSE MY SCHOLARSHIP IF I CHANGE TO ANOTHER ACADEMIC DISCIPLINE WITHOUT PRIOR WRITTEN CONSENT OF THE PROFESSOR OF MILITARY SCIENCE

8. SIGNATURE:	9. DATE:
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## **CHAPTER VIII INTERVIEW PLANS**

Included within this chapter are two structured interview plans. Interview Plan #1 is for applicants with no college or prior service experience, while Interview Plan #2 contains questions pertinent for applicants with some college background and/or military experience.

# INTERVIEW PLAN #1

## Structured Interview Army Precommissioning Program Selection No College Background Format (No Prior Service)

Applicant's Name: \_\_\_\_\_

Interviewer(s): \_\_\_\_\_

Date of Interview: \_\_\_\_\_

**Directions:** Review those applicant records which are available to you (high school transcript application forms, etc.) and bring them to the interview. Use the records to determine key areas for questioning during the interview. Do not write on the records. Instead, use this interview form.

Use pages 2 through 3 to clarify previous high school, work, or extra-curricular activities which could be pursued during the interview. Use pages 4 through 9 of this plan to explore the key dimensions listed. Do not ask questions if the answer has already been given. Feel free to vary the questions somewhat to fit your personal communication style or the background of the applicant.

Use follow-up questions to pin down behavior—what the applicant did, information about the situation, and the result of any action. Document the situation, action, and results in the space provided. (There should be enough space for necessary notes.)

### To Open the Interview,

**Say:** Hello, my name is \_\_\_\_\_. I'm the \_\_\_\_\_ for \_\_\_\_\_. If a panel  
title organization  
interview, introduce other panel members. State their function.

My role today is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about \_\_\_\_\_ (ROTC, USMA, or the US Army). I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I (we) get to know you well—what you have done and hope to do—then I (we) will have a better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is in my (our) best interest as well as yours for us to become better acquainted before selection into the program.

I have some planned questions I would like to ask about your experiences that will take approximately 30 to 45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your high school experiences. Which high school are you attending?

**EDUCATIONAL BACKGROUND:** High School \_\_\_\_\_

**Career**

**Motivation** 1. What were (are) your career goals upon leaving high school?

**Career**

**Motivation** 2. What would you consider are your two or three most significant accomplishments in high school? Please describe each and why they were significant to you?

<b>Situation</b>	<b>Action</b>	<b>Result</b>
a.		
b.		
c.		

**Initiative** 3. Tell me about the subject in which you worked the hardest and succeeded in doing well. To what do you attribute this success?

**Situation**

**Action**

**Result**

**Career**

**Motivation** 4. In what kinds of non-classroom activities have you participated in school?

5. Have you worked at a part-time or summer job while in school? If so, in what capacity and for how long?

The following questions can be asked relative to academic, extracurricular or work experiences of the student. Say, "I will now ask some questions about your experiences. You can refer to academic, extracurricular or work experiences in responding to the questions."

**Initiative** 1. Tell me about your toughest subject and what you have done to handle it?

<b>Situation</b>	<b>Action</b>	<b>Result</b>
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2. In what extracurricular activity have you participated in which you worked the hardest and are most proud of? Please explain.

<b>Situation</b>	<b>Action</b>	<b>Result</b>
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3. Give me an example of a school or work event in which the originating idea was yours. (Other than the one cited in response to question #2.)

<b>Situation</b>	<b>Action</b>	<b>Result</b>
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4. How have you prepared yourself for college?

<b>Situation</b>	<b>Action</b>	<b>Result</b>
Preparing for college.		

**Planning  
and  
Organizing**

1. How do you plan your week to accomplish all the activities in which you are involved? Give a specific example of one week.

<b>Situation</b>	<b>Action</b>	<b>Result</b>
Planning for a week.		

2. Describe your method of study for major tests? End-of-year tests?

<b>Situation</b>	<b>Action</b>	<b>Result</b>
Major tests.		

3. Give an example of when you had too much to do? How did you arrange your efforts as in a priority order?

<b>Situation</b>	<b>Action</b>	<b>Result</b>

4. We all occasionally are late for a class or miss a due date. Give an example of when this happened to you?

<b>Situation</b>	<b>Action</b>	<b>Result</b>

**Influence**

1. Describe a situation in which you strongly disagreed with a teacher, coach or supervisor. How did you handle the situation?

**Situation**

**Action**

**Result**

2. In your extracurricular activities, what was the most prominent leadership role in which you have been? What were your major accomplishments here?

**Situation**

**Action**

**Result**

3. Cite an example where you had to negotiate or mediate a dispute between two persons or groups. How did you handle it?

**Situation**

**Action**

**Result**

4. Have you ever had to help another student in school or in extracurricular events? Please describe what you did.

**Situation**

**Action**

**Result**

**Judgment**

1. Describe the alternative colleges that you have considered attending and the reasons for their consideration.

**Situation** **Action** **Result**

2. Each of us must occasionally make a tough decision. Describe your most recent tough decision and how you went about reaching a solution.

**Situation** **Action** **Result**

3. If you could take back one decision you have made in the last two years, what would it be? Why?

**Situation** **Action** **Result**

**Career**

**Motivation** 1. Why does the US Army interest you?

2. What are your career plans at this time?

3. What has been your most satisfying experience in work or school to date?  
Please explain.

**Situation**

**Action**

**Result**

4. What has been your least satisfying experience in work or school to date?  
Please explain.

**Situation**

**Action**

**Result**

**NOW SAY:** Thank you for sharing so much information with me about your background. Now I would like to check my notes to ensure I didn't miss any planned questions. While I do that, please give some thought to the question: "What kind of teacher, instructor, coach, boss, etc. do you enjoy learning or working with best and why?"

After checking your notes, **ask the following:**

1. What are your thoughts on my question?

2. Do you have any unanswered questions or follow-up questions?

**THEN SAY:** Now I would like to explain the \_\_\_\_\_ (ROTC, USMA, or BIOCC) program and answer any questions you may have.

**Explain** \_\_\_\_\_ (ROTC, USMA, or BIOCC) to the student. Cover the following areas:

1. A description of the school
2. Faculty members
3. Curriculum available
4. ROTC or USMA extracurricular activities or programs
5. Military training
6. Commissioning process—student commitment

**Ask the student if he has any questions on the program for which he is applying.**

**Close the interview** by thanking the student for his interest and explain when he will be hearing the results of the selection process.

## INTERVIEW PLAN #2

### Structured Interview Army Precommissioning Program Selection College Background Format [Military Service Section Included]

Applicant's Name: \_\_\_\_\_

Interviewer(s): \_\_\_\_\_

Date of Interview: \_\_\_\_\_

**Directions:** Review those applicant records which are available to you and bring them to the interview. Use the records to determine key areas for questioning during the interview. Do not write on the records. Instead, use this interview form.

This Interview Plan can be used for ROTC or BIOCC precommissioning selection. Applicants should have some college background. If they also have military service experience, use the section on military service included in this plan. If not, simply do not ask the military service questions. If the applicant does not have any college or military service experience, use Interview Plan #1.

Use pages 2 through 4 to clarify previous college, extracurricular activities, or work (military or otherwise) experiences which could be pursued during the interview. Use pages 5 through 10 of this guide to explore the key dimensions listed. Feel free to vary the questions somewhat to fit your personal communication style or the applicant's background.

Use follow-up questions to pin down behavior. Follow-up questions will help you find out exactly what the applicant did, information about the situation, and the result of any action. Document the situation, action and results in the space provided. (There should be enough space for necessary notes.)

#### To Open the Interview,

**Say:** Hello, my name is \_\_\_\_\_. I'm the \_\_\_\_\_ for \_\_\_\_\_. If a panel  
title organization  
interview, introduce other panel members. State their function.

My role today is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about \_\_\_\_\_ (ROTC, BIOCC or the US Army). I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I (we) get to know you well—what you have done and hope to do—then I (we) will have a better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is my (our) best interest as well as yours for us to become better acquainted before selection into the program.

I have some planned questions I would like to ask about your experiences that will take approximately 30 to 45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your school experiences. What is your major in school?

### EDUCATIONAL BACKGROUND

**College:** School \_\_\_\_\_ Major \_\_\_\_\_  
 GPA (Cumulative) \_\_\_\_\_  
 Of the courses you have taken so far:  
 Which courses have you liked best? \_\_\_\_\_  
 Which courses have you liked least? \_\_\_\_\_

**Judgment** 1. Why did you choose \_\_\_\_\_ as the school to attend? What other schools did you consider? Would you go somewhere else if you could do it again?

**Judgment** 2. Why have you selected \_\_\_\_\_ as a major?

**Career Motivation** 3. What would you consider your two or three most significant accomplishments in school? Please describe each and why they were significant to you?

Situation	Action	Result
a.		
b.		
c.		

For ROTC Students Only:

**Career Motivation** 4. What are (were, if already joined) the reasons you are (were) interested in ROTC?

## MILITARY EXPERIENCE

This series of questions should be asked of those applicants with military experience.

### Career

**Motivation** 1. Why did you join the service?

2. Please describe your last two positions in the military:

Position #1: Rank \_\_\_\_\_

Job Title \_\_\_\_\_

Length of Time in Position \_\_\_\_\_

Major Responsibilities \_\_\_\_\_

Position #2: Rank \_\_\_\_\_

Job Title \_\_\_\_\_

Length of Time in Position \_\_\_\_\_

Major Responsibilities \_\_\_\_\_

### Career

**Motivation** 3. In which job or tasks did you gain the greatest amount of satisfaction?

### Career

**Motivation** 4. Which position or tasks did you find most frustrating? Why?

### Career

### Motivation;

**Initiative** 5. (If the candidate has left the service ask) Why did you leave the service?

## WORK EXPERIENCE

Part-time or full-time positions held during school year or summer months. (Note: Only jobs of at least a full summer or six months duration part-time should be pursued.)

### Other Than Military Service

Job #1	Position _____
	Organization _____
	Dates of Employment _____
Job #2	Position _____
	Organization _____
	Dates of Employment _____

**Initiative** 1. How did you locate your first position?

**Judgment** 2. What did you consider in accepting the job?

**Career  
Motivation** 3. What did you like most about this job? Least?

**Initiative** 4. How did you find your second position?

**Career  
Motivation** 5. What did you like most about this job? Least?

Now I would like to ask some additional questions about your experiences. You can refer to your college, military, work or ROTC experiences (if applicable) in responding to the questions.

### **INITIATIVE**

1. Has there been a need to finance your education yourself? If so, how are you accomplishing this?

**Situation**

**Action**

**Result**

2. Give me some examples of situations (extracurricular, military, ROTC) in which you received little guidance on what to do. How did you handle them?

**Situation**

**Action**

**Result**

3. In what extracurricular activities (or military experiences) in school have you participated in which you worked the hardest and are most proud of? Please explain.

**Situation**

**Action**

**Result**

## PLANNING AND ORGANIZING

1. How do you plan your week to accomplish all the activities in which you are involved? Give a specific example of one week.

<b>Situation</b>	<b>Action</b>	<b>Result</b>
Planning for a week.		

2. Explain how you planned for your final exams last semester/quarter.

<b>Situation</b>	<b>Action</b>	<b>Result</b>
Studying for finals.		

3. Describe a few situations in which you had too much to do at the same time (military, ROTC, school). How did you handle them? What was the outcome?

<b>Situation</b>	<b>Action</b>	<b>Result</b>

4. Everyone has something that "falls through the cracks." Describe some situations in which this has happened to you.

<b>Situation</b>	<b>Action</b>	<b>Result</b>

## **INFLUENCE**

1. What was the best idea you ever sold to a supervisor, teacher, peer or subordinate? What did he like about it?

**Situation**

**Action**

**Result**

2. In your (military, ROTC, or civilian work experience), describe a situation in which you were in a position of leadership and led your subordinate(s) to the successful accomplishment of a goal. Give other examples.

**Situation**

**Action**

**Result**

3. In your activities outside of the duty or school environment, describe a situation in which you were in a position of leadership and significantly influenced your peers' or group's activities and effectiveness.

**Situation**

**Action**

**Result**

## JUDGMENT

1. What has been the toughest decision you have made in the last year? Tell me how you went about it. What alternatives did you consider?

**Situation**

**Action**

**Result**

2. Give me two examples of other good decisions you have made in your work, education or military service. What were your alternatives? Why were they good decisions?

**Situation**

**Action**

**Result**

3. All of us have had an opportunity to look back and reexamine some decisions we have made. What are some examples of recent decisions you have had the insight to reconsider?

**Situation**

**Action**

**Result**

## **CAREER MOTIVATION**

1. What were your career goals upon entering college? What are they now?
2. Describe what you have found most satisfying about your experiences in ROTC (or the Army) to date. Least satisfying?

**NOW SAY:** Thank you for sharing so much information about your background. Now I would like to check my notes. While I do that, please give some thought to the question: What are your long-range career goals (5-10 years)?

After checking your notes, **ask the following:**

1. What are your thoughts on my question?
2. What have you done to help achieve those goals?
3. Do you have any unanswered questions or follow-up questions?

**THEN SAY:** Now I would like to explain to you the ROTC Advanced Course or Officer Candidate Program and answer any questions you may have.

**EXPLAIN THE ADVANCED COURSE PROGRAM AND BIOCC  
TO THE CADET/CANDIDATE.**

**Topics which should be covered to explain the Advanced Course or Officer Candidate School**

1. Describe the school (if new student) or a description of facilities.
2. Describe who the faculty members are and their backgrounds in general.
3. Curriculum available.
4. Military training provided.
5. Commissioning process—student commitment.

**Ask the cadet if he has any questions on the program for which he is applying.**

Close the interview by thanking the cadet for his interest in the Army and explain when he will be hearing the results of the selection process.